ADVERTISEMENT
FOR THE USE AND BENEFIT OF
NESHOBA COUNTY, MISSISSIPPI

The NESHOBA COUNTY BOARD OF SUPERVISORS will receive competitive, sealed bids in the Office of the Chancery Clerk of the Board of Supervisors of Neshoba County, Mississippi at the Neshoba County Courthouse, 401 Beacon Street, Suite 107, in Philadelphia, Mississippi until 11:00 AM on Monday, the 7th day of November, 2016 in response to a Request for Proposals (RFP) for the following equipment and services:

Correctional Facility Software Management System

Detailed specifications for the above described equipment and services and bid forms may be obtained from the Board of Supervisors' Office at the Neshoba County Courthouse, 401 Beacon Street, Suite 201, Philadelphia, Mississippi 39350 or by calling 601-656-6281 or on our web site at www.neshobacounty.net. Neshoba County will determine if compliance with the specifications exist before accepting any bid.

INSTRUCTIONS TO BIDDERS

All bids shall be placed on the Neshoba County Bid Form with proposals included therewith and be placed in a sealed envelope marked "Proposal for Correctional Facility Management System", and filed with the Neshoba County Board of Supervisors C/O Chancery Clerk Guy Nowell, 401 Beacon Street, Suite 107, Philadelphia, Mississippi 39350.

It shall be incumbent upon each bidder to understand the specifications as listed herein and to obtain clarification when necessary, including visiting facilities and staff to inspect and determine necessary information. It is not the intent of the specifications to limit the bidding to any make or manufacturer of equipment or provider of services, but rather to select such equipment or services to fill specific needs and specific tasks. Any reference to name-brand materials or equipment is intended to establish standards only and bids submitted on materials and equipment thereto shall be considered. Proposals and Bid Submitted may not be withdrawn for a period of 90 days.

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GUY NOWELL, CLERK
BOARD OF SUPERVISORS
NESHOBA COUNTY, MISSISSIPPI

Request for Proposals (RFP)

Correctional Facility Software Management System

Neshoba County Board of Supervisors
Neshoba County, Mississippi

October 3, 2016

Proposals Due
November 7, 2016 – 11:00 AM

The Neshoba County Board of Supervisors on behalf of the Neshoba County Sheriff's Department and Neshoba County Jail is accepting proposals for a new Correctional Facility Software Management System and related software components to provide for a complete software management system for the Neshoba County Jail and Neshoba County Sheriff's Department.

The Neshoba County Jail is currently using the Golden Eagle software system as its Jail Management System based on a Windows XP workstation environment and is need of a significant upgrade to the hardware and software environments to a modern, functional system.

RFP OVERVIEW

Neshoba County is requesting bids for a complete Correctional Facility Software Management System for the Neshoba County Jail and those related software components to provide for a complete software management system for the Neshoba County Sheriff's Department.

Vendors are invited to prepare and submit detailed proposals for software, hardware, installation and training for a complete Correctional Facility Software Management System for the Neshoba County Jail and Neshoba County Sheriff's Department. The minimum functional systems and requirements are enumerated in this RFP.

Neshoba County will evaluate responses received for the best Proposal that meets the functional needs of Neshoba County, the requirements of the system being solicited and offers the best value and price.

The system will provide for both local and remote access via Neshoba County's network infrastructure with no special hardware requirements to access said system. The system to be installed will utilize Neshoba County's existing IP topology. The server to be acquired will be located in the designated server room at the Neshoba County Law Enforcement Center. The system will require two complete booking intake workstations to be configured with no special proprietary requirements and utilizing COTS components, which are located in the booking room at the Neshoba County Jail. Jail administrative staff and Sheriff's Deputies will be able to access the system from their offices at the Neshoba County Law Enforcement Center. Remote access will be available via Neshoba County's network to the Sheriff's Office in the Courthouse, Dispatch Staff at the Neshoba County EOC, and Justice Court Staff at the Courthouse Annex. The vendor is not responsible for network connectivity but is responsible for

ensuring this remote access capability functionality. The system must be able to provide client access via Windows 7 OS at a minimum in either a 32-bit or 64 bit environment.

The vendor may propose one of the following in response to this RFP:

Response 1 –   A proposal for software, hardware (server), installation, configuration and training for the Correctional Facility Software Management System. This response will include the server hardware for the system and any additional hardware components, except workstations, that are necessary for a fully functional and complete system. The proposing vendor must specify a complete and detailed configuration and price for the server to be provided and said server must either be a Dell or HP utilizing the latest server OS. Any additional COTS components not included by vendor but required (i.e. cameras for booking workstations) for the system must also be specified.

Response 2 -   A proposal for software, installation, configuration and training for the Correctional Facility Software Management System. This response will not include the server hardware which will be provided by the County. The vendor will specify the exact server configuration necessary in the latest design and with the latest server OS. Any additional COTS components not included by vendor but required (i.e. cameras for booking workstations) for the system must also be specified.

Correctional Facility Software Management System

The following are requirements for the Correctional Facility Software Management System:

1.   Instructions for Proposal

   Vendors must submit proposals that are complete, thorough and accurate and in accordance with Specifications and Requirements outlined herein.

   All Proposals must be valid for 90 days from the proposal response date.

Proposals will not be accepted later than 11:00 AM on Monday, November 7, 2016. One (1) original marked "ORIGINAL" and three (3) copies should be received by this date and time in a sealed envelope marked with the RFP Title as provided in the advertisement. Electronic submissions will not be accepted.

Telephone inquiries will not be accepted in response to this solicitation. Any inquiries regarding this specification shall be in writing and submitted no later than 72 hours prior to the bid date and time. Those considering bidding are urged to submit the notification of their intention to bid to County Administrator Jeff Mayo at jmayo@neshobacounty.net to ensure that any revisions, clarifications or updates concerning this RFP are provided upon issuance. No revisions, clarifications, or updates will be made to the RFP within 72 hours of the bid date and time.

2. Disclaimers

The County reserves the right to withdraw this RFP at any time and for any reason and to issue such clarifications, modifications, and/or amendments as it may deem appropriate.

Receipt of Proposal materials by County or submission of a proposal to County offers no rights upon the proposing vendor nor obligates County in any manner.

The County reserves the right to waive minor irregularities in proposals, provided that such action is in the best interest of the County. Any such waiver shall not modify any remaining RFP requirements or excuse the proposing vendor from full compliance with the RFP specifications and other contract requirements if the proposing vendor is awarded the contract.

The County will not be liable in any way for any costs incurred by the proposing vendor in the preparation of their proposals in response to this RFP nor for the presentation of their proposals and/or participation in any discussions or negotiations.

The County reserves the right to reject in part or in whole any or all proposals submitted. Failure to furnish all information may disqualify a respondent. If the respondent takes exceptions to the request which are not acceptable to the County, the proposal may be rejected.

Request for clarifications or corrections by the County shall be in writing. Said request for clarifications or corrections shall not alter the Vendors price contained in the cost proposal.

3.   Response to RFP Format

a. Letter of Transmittal:

The Letter of Transmittal should be a formal letter from the proposing vendor prepared in standard business format. It should be brief, signed by a person who is authorized to commit the vendor's organization to perform the work included in the proposal, and should identify all materials and enclosures being forwarded in response to the RFP.

b. Executive Summary:

The Executive Summary of the proposal shall be limited to three (3) single-spaced typewritten pages. The purpose of the Executive Summary is to provide an overview description of the offering vendor's ability to meet the requirements of the RFP.

c. Signed Official Bid Form

The vendor shall complete the enclosed official bid form for this solicitation which shall denote the type of response, the cost of the proposed solution and other information. The Official Bid Form must be signed.

d. Proposal

1.   Outline of Proposal: The offering vendor must submit a narrative response to the "Specifications and Requirements" – Responses shall be prefaced with the summary title and corresponding section number.

2.   Vendors must submit a Narrative response or acknowledged agreement of the "General Terms and Conditions" of this RFP. Responses shall be prefaced with the summary title and corresponding section number.

3. Scope of Work – This section should include a complete description of work to be performed by the vendor. Note that Neshoba County expects this solution to be a complete, operational solution that is installed, tested, functioning, and reliable prior to project completion. This section should also include a detailed description of Neshoba County responsibilities within this project.

4. Training – This section should include a detailed description of the training that will be provided to Neshoba County as part of the solution.

e. Appendices - the content is left to the Vendor's discretion, but information submitted should be limited to materials that will be helpful in describing the services provided.

f. Qualifications of Offering Vendor - shall contain pertinent information relative to the firm's background, location, expertise and qualifications to accomplish all tasks set forth in this RFP.

g. Detail of Equipment and Staff - Provide detailed lists of all equipment, personnel, and equipment necessary for the operation, installation and training of the correctional facility software management system. Detail the qualifications of operations staff to be provided under this contract.

h. Annual Maintenance Fees and Coverage- Provide all costs or fees associated with maintaining customer service, technical assistance, maintenance updates, etc.

i. Compliance with RFP - This section should demonstrate the offering vendors understanding of the Jail and Sheriff's Department needs and how closely the proposed plan for services complies with the requirements of the RFP.

j. References - This section should discuss the proposing vendors experience. A minimum of three (3) client references including firm, name of contact person, position, address and telephone number should be included. Mississippi references are preferable.

k. Bond – A bid bond is not required for this solicitation but the vendor will, upon award, provide a 100% performance bond if requested.

l. Proof of Insurance – This section should include proof of liability insurance. A minimum of $1,000,000 liability policy will be required.

m. Payment Terms – This should include a description of the vendor's standard payment terms for a project of this type. Neshoba County reserves the right to negotiate payment terms upon contract award but generally will not issue payment for the project before the system is received and functioning properly.

n. Exceptions to Specifications - It is intended that this RFP describe the requirements and response format in sufficient detail to secure comparable proposals, recognizing that various proponent approaches may vary widely. Proposals which differ from the described format may be rejected. All information requested must be submitted, or alternatively, a statement giving the rationale of the proposing vendor for not submitting requested information or taking exception to a particular specification must be provided. A bid taking a total exception to these specifications will be considered non-responsive and will be rejected. The County may, if it deems it to be in the best interest, take such statements into consideration in determining the responsiveness of the proposal.

It should be noted that Neshoba County is subject to Mississippi Open Records Law. As a result, Neshoba County can give no assurance to any bidder that information marked as proprietary can be protected as such. As a matter of law, submitted proposals will become a part of public record.

4. Evaluation of Proposals and Award

Award shall be made to the responsible proposing vendor whose proposal is determined to be the most advantageous to County. A valid and enforceable contract exists when an agreement is fully executed between the parties and has been accepted by the Neshoba County Board of Supervisors.

Proposals will first be examined to eliminate those which are clearly non-responsive to this solicitation. Proposing vendors should exercise particular care in reviewing the Proposal Format Portion of this RFP.

The detailed evaluation of proposals submitted may result in one or more finalist. At this point, presentations and/or demonstrations by finalist proposing vendors may be necessary to determine the best solution being offered. Said presentations or demonstrations will be provided to the County at no additional

cost to help determine the best solution available and for consideration of award. Finalist shall be accorded fair and equal treatment with respect to any opportunity for discussion or presentation. In conducting discussions/presentations, there shall be no disclosure of any information derived from proposals submitted by competing vendors.

a. Proposal Evaluation Factors

The following is the criteria which will be utilized to weigh the lowest responsive and highest responsible bidder(s):

1. Vendor Qualifications – to include responses from references – and specifically knowledge and experience with operations similar in size, scope and complexity.
2. Quality and Completeness of Proposal Submitted
3. Compliance with Implementation and Training Requirements
4. Warranty and Maintenance Requirements
5. Compliance with System Requirements – specifically techhnology-
   i.) Is the facility management software/hardware up to date to meet reporting and other requirements for Neshoba County?
   ii.) Is the software based on current Windows architecture?
6. Pricing of Components

Neshoba County reserves the right to disqualify any non-compliant vendors and solutions (in County's determination alone) and reserves the right to reject any and all proposals submitted.

b. Project Award

It is the intent of Neshoba County to award this project to a single qualified vendor who can provide all of the required capabilities. Neshoba County reserves the right to waive informalities and irregularities, reject any and all bids and make no award in response to this RFP in the best interest of the County.

If an award is made as a result of this RFP, it shall be awarded to the respondent whose proposal is most advantageous to Neshoba County with price and other factors considered.

In the event that an award results from this RFP, then the winning bidder agrees that Neshoba County will be held harmless for any lawsuits

resulting from work performed by the winning bidder or acts of the winning bidder's employees. This shall include any resulting issues with patent infringements.

The vendor awarded will also provide Neshoba County with a 100% Performance Bond upon request.

c.   Contract Development

By submission of proposals in response to this RFP, respondents acknowledge that they are amenable to the inclusion in a contract of any information provided either in response to this RFP or subsequently during the selection process.

A proposal in response to an RFP is an offer to contract with County based upon the terms, conditions, scope of work and specifications contained in this RFP.

If the selected proposing vendor fails to sign and return the Contract within 10 working days following the receipt thereof, county may annul the award. Upon annulment of the award as aforesaid, County may then award the contract to the next highest ranked proposing vendor. County retains the right not to make any subsequent award.

The successful proposal shall be incorporated into the resulting contract and shall be a matter of public record to the provisions of State Law.

County shall have the right to use all system ideas, or adaptations of those ideas, contained in any proposal in response to this RFP. Selection or rejection of the proposal shall not affect this right.

5. Specifications and Requirements

Scope of Work

The scope of work for the project, at a minimum, includes: Planning, Environment Preparation, Required Interfaces, Data Conversion, Acceptance Testing, Implementation, and Maintenance for the System.

a.   Planning

1. County Responsibilities:
   a) Provide all available relevant documentation on current automated and manual systems
   b) Provide Vendor with a general description of required system features and implementation consideration
   c) Clarify, at the Vendor's Request, County policy, regulations and procedures.
   d) Coordinate communication and meetings with the Vendor.

2. Vendor Responsibilities

   a) Become familiar with the existing County systems and requirements of the contract, including visiting county departments and staff, if necessary.
   b) Conduct a detailed analysis of system requirements.
   c) Develop a final specification report detailing the conversion of all automated and manual systems
   d) Finalize a work plan, which includes: a detailed schedule of effort for each task showing Vendor and County personnel assignments and efforts separately; schedule of expected on-site support provided by vendor staff for each phase of the project; and identify the critical path.
   e) Finalize project organization and staffing including project team organization charts, estimation of staff hours to be provided by each person, and identification of key individuals and their roles for both implementation team members and end-users.
   f) Report progress to the County using weekly status reports in a format approved by the County, and attend any scheduled meetings that may be required.
   g) Outline anticipated problem areas and plans for resolution.

3. Deliverables

   a) Progress reports on a weekly basis
   b) Final specifications report
   c) Detailed work plan
   d) Outline of required hardware if not provided (servers, etc)
   e) Installation and configuration plan
   f) Training plan
   g) Education and training material

b. Environment Preparation - will involve the validation of all required hardware, system software and the installation and configuration of the application software. This includes appropriate testing of each application, training of the County personnel and documentation of all system components. This task will be performed on the schedule developed during Planning.

1. The County Responsibilities

   a) Provide sufficient and appropriate test data and file layouts of existing data files.
   b) Review system test results and recommend either acceptance or modifications and retest as necessary.
   c) Provide staff time for orientation of the County personnel.

2. Vendor Responsibilities

   a) Validate the installation of system hardware and software
   b) Prepare system design for enhancements
   c) Perform all required system enhancements and modifications
   d) Perform system tests to ensure that all required features have been incorporated
   e) Prepare system and user documentation
   f) Provide training to County personnel on the use of the system

3. Milestones

   a) Approval of system test results
   b) Validation of computer hardware and system software
   c) Installation of all software systems
   d) Delivery of systems and user documentation
   e) Assembly of implementation team and end-user trainers

4. Deliverables

   a) Progress report on a weekly basis
   b) Computer hardware and system software specifications in accordance with The County IT standards
   c) Software applications including documentation

d) System and user documentation

C.   Required Interfaces

1. The County Responsibilities

a) Provide Vendor with a detailed list of necessary external interfaces.
b) Provide use cases and/or examples of where the interfaces will be used when appropriate.

2. Vendor Responsibilities

a) Develop/design the mechanism by which each interfaces will be implemented and provide a good faith estimate of interface development costs.

3. Milestones

a) Approval of interface implementation methods.
b) Demonstration of transfer of sample data via each external interface.

4. Deliverables

a) Provide explanation/narrative detailing the mechanism by which each interface will be implemented.

D.   Data Conversion

1. The County Responsibilities

a) Provide Vendor with resources required, including but not limited to, logins, data definitions, etc.
b) Contact current vendors to authorize transfer of data to new Vendor

2. Vendor Responsibilities

a) Development of a plan by which data can be extracted from the County's legacy system and imported into the new system.

3. Deliverables

Import of the County's legacy data into the new system.

E. Acceptance Testing - includes potential part parallel testing and any other systems tests that the County deems necessary to accept the software applications and hardware configuration.

   1. The County Responsibilities

      a) Perform acceptance testing on interfaces
      b) Validate results
      c) Inform Vendor of any problems
      d) Document results
      e) Approve results of acceptance testing

   2. Vendor Responsibilities

      a) Install all software including, but not limited to; operating system, JMS application, and utilities
      b) Complete interfaces to all required County systems
      c) Correct and resolve any problems found during acceptance testing
      d) Finalize systems and user documentation

   3. Milestones

      a) Functional acceptance by the County of each application module

   4. Deliverables

      a) Written progress report on a weekly basis
      b) Operational versions of all application systems per specifications
      c) Working interface to all required the County systems
      d) Final version of all system and user documentation
      e) Functional acceptance per contract specifications

F. Implementation- during Implementation, the Vendor shall convert data and cut-over to the new system.

   1. The County Responsibilities

a) Coordinate and monitor cut-over activities
b) Coordinate and monitor conversion activities
c) Review the Vendor's transfer of all required files from the old system to the new system
d) Determine disposition, if appropriate, of old software
e) Validate and correct, as necessary, convert data

2. Vendor Responsibilities

a) Ensure that all data, programs and files are successfully installed and operational on the new system
b) Convert data from old system to new system
c) Manage the cutover process to ensure that there is no break in service operating on the old system and the new system between
d) Correct any problems identified during the conversion effort

3. Milestones

a) Conversion of data for all application modules
b) Final acceptance per contract specifications
c) Preparation for Go-Live

4. Deliverables

a) Convert data per specifications

G. Maintenance - Maintenance provides for the ongoing support and maintenance of the system.

1. The County Responsibilities

a) Provide feedback to vendor regarding on-going system needs

2. Vendor Responsibilities

a) Keep systems current with Federal, State, and County processing and reporting requirements
b) Keep systems compatible with current operating systems
c) Distribute system updates to the County

3. Milestones

a) Preventive and remedial maintenance
b) Annual renewal

4. Deliverables

a) Appropriate application software updates and related documentation

General Requirements

A. The Contractor will provide a Correctional Facility Software Management System for management of inmates from booking to release for the Neshoba County Jail. The new System will have been developed with a current Windows based architecture that will remain compatible with future Windows updates. The System will be expandable and scalable to accommodate future needs of the facility.

B. The System will automate commonly used tasks by use of commonly used phrases with drop down selections, radio buttons for multiple choice questions, and single choice buttons for yes/no questions.

C. A "Tabbed" user screen will be designed that will allow more than one booking to be in process at the same time.

D. An automatic spell checker is required for text entry portions of booking procedure.

E. The ability to scan a driver's license to obtain identification and address information is required.

F. The contractor will be available 24 hours/day, 7days/week for service calls to maintain system.

G. The Vendor should provide information that the System is based on the most current technology available to ensure it will not become obsolete or unsupported either by the Vendor or Microsoft.

H. The Contractor will agree that both maintenance and performance updates will be made when available and to the Facility when updates are available.

I. No 3rd party Customer Service providers are acceptable. Vendor must create, own, and provide service to the proposed software system.

Software Requirements and Functions (Minimum)

User Setup

The System should allow administrators to select program functions that are specific to the needs of their facility. It is required that the System set up be a logical process with a system specific help interface in place to aid in the process. The system must be password protected that allows the administrator to assign roles with varying degrees of system access.

A.   The Booking System

1.   Book / Create New Inmate

Will provide a systematic method for managing a detainee's intake, discharge, events and activities. This module will also allow users to manage events and activities related to their facility. The System capabilities will include but are not limited to quick entry of:

a) Personal Information, including ability to scan driver's license
b) Personal Appearance
c) Auto Assign ID Number
d) Auto Lookup for previous bookings
e) Recording property taken at time of booking
f) Auto inclusion of offender photos taken at booking
g) Medications listing
h) Screening Questions and the ability to set flags for at risk inmates
i) See available cell space and assign inmate placement
j) Conditions upon release text input
k) Release conditions text input
l) Detainers if inmate is to be detained for other agencies
m) Release notes for the releasing officer during the release process

2.   Complete Booking Process

Will allow the facility to choose the reports are needed for the facilities booking process to be printed or viewed. The ability to view reports prior to printing is required.

The facility will use signature pad. The inmate's signature will be prompted for each report they need to sign. If the inmate refuses to sign the report, the booking officer will be prompted for a reason why no signature was supplied.

3.   Release Process

Releasing an inmate will be a quick and efficient step-by-step process. These items will allow the Release office to see:

a) Release Status with all conditions related to detainee release
b) Release Conditions
c) Any Detainers such as warrants for other agencies
d) Listing of any inmate property
e) Facility property checklist for return of any items checked out by the inmate
f) Officer ability to confirm release if all conditions are met

4.   Visitation Process

This process will track and display all visitations for detainees for the current day. The System will allow a contact status of "Approved" or "Not Approved" These statuses will be editable to adjust to changing situations. The following items will be required:

a) Visit Detail where the Start time and date of the visit is selected.
b) Expected Time – is the time selected for the expected duration of this visit. After this expected time of visit is selected the End time for the visit will automatically appear. The End time should also be selectable
c) Visit Type – The types approved facility may be chosen. If the type is not in this menu, a new type should be able to be added
d) Notes –a text box where notes about the visit may be typed by the user.

5.   Movement Process

This will be used to manage the location of all current detainees. Activities in this process will include:

a) Print Current Occupant List –report showing all inmates in their current location.
b) Print Occupant History –report showing the history of all occupants for the chosen location

6. Event Scheduling

This process will allow the user to record and schedule events involving detainees or officers for the facility. Examples are court dates, doctor or dentist appointments or other detainee appointments.

7. Inmate Mail

This will allow recording and tracking a list of allowable incoming and outgoing inmate mail.

8. Jail Incident Logging

This function allows recording disturbances or other incidents that have happened in the jail involving inmates or officers. Items recorded will include:

a) Date, time of day incident occurred.
b) Incident Type – Preferably a drop down menu where the type of event can be chosen by the user.
c) Description –a text box where the user can add further information
d) Disposition – a drop down menu where the disposition can be chosen or a new one entered with the Green plus button

9. Reports

The reports section must be varied and robust with reports typical of most facilities in general and Mississippi in particular. The reports must allow for export to a variety of file formats, including but not limited to PDF, Web Archive, Tab Delimited Files, text files.

This is a list of minimum report types:

a) Booking History – This report has several parameters that the user can choose from to return the information needed. This report can be tailored to view inmates booked in or out for a specific date range. The user can choose to see Charges, Photos, Release Type, Bonding Agency and Juveniles. The user enters all information, chooses all parameters and the clicks on "View Report" button at top right of screen. Double-clicking on any inmate listed on this report will open the Booking Sheet for this inmate. To return to this master report, right click and select "Back" from the context menu. Users can also click on the left pointing arrow at the top of the report screen to return to the master report.

b) Booking Sheet – Put in the inmate's name or FileId number and click on View. This report shows the inmate photo, personal description, location, the 1st five ID numbers, book in date, contact information, charges, arrest information, flag information, any notes about the arrest or incident and contact information.

c) Classification Report – List the Classification Flags for a specific inmate.

d) Facility Property Check-In – Lists the Facility Property checked out for a specific inmate.

e) Grievances – Lists Grievances for a specific date range or for specific inmates.

f) Inmate Balances – Shows Inmate balances to a specific date for facility or commissary accounts.

g) Inmate Head Count – Shows inmate names and locations and ID number. This report may be ordered for specific locations or by inmate name.

h) Inmate Info Sheet – Shows personal information about a specific inmate, along with Alerts and contacts.

i) Inmate List – Shows inmates by name and their location. This report can be ordered by gender also.

j) Inmate Medication Log- Log sheet for medication distribution for specific inmate and month.

k) Inmate Population – Shows list of current inmates, age, sex and race, book in date, length of stay, location and charges.

l) Inmates by Billing Agency – Shows billable agencies and how many inmates the facility is holding for that agency.

m) Inmates by Charge – Shows inmates for a specific date range, booked in or out, for a selected charge.

n) Inmates by Flag – Shows inmates for a chosen Flag, booking date, location and classification date.
o) Inmates by Location – Shows inmates for a specific location or inmates at all locations and what location their personal property is stored, gender and race.
p) Inmates Scheduled for Release – Shows inmates scheduled for release for a specific date or billing agency. The user may also view charges and detainers.
q) Inmate Statistics – This is a pie graph chart showing capacity of facility and what capacity is used and unused; gender of population; race of population.
r) Jail Roster – Shows all current inmates in the user's facility. This report has many parameters to choose so the user can see what is needed. Photos, placement, charges, detainers, bond amounts, arresting agency, estimated release date, court date and may other choices.
s) Medical Release –This report is not functional at this menu, but does work inside a booking.
t) Medical Distribution – Shows medications by inmate and location with signature lines for inmate and officer to verify distribution of prescribed medications.
u) Population – Shows Population Profile by year, adult males, adult females, juveniles and a total yearly average of each. Date range, year and billing agency may be chosen.
v) Population by Race and Gender- Shows the current inmate population by race and gender.
w) Property Received – List the personal property received from an inmate upon booking. Contains disclaimer for unclaimed property.
x) Rules and Regulations – Rules and Regulations report specific to the user's facility.
y) Shift Report – Shows activities such as bookings and scheduled events for a specific date and time range.
z) Unreleased Property – Shows personal property, the location and the inmate name, list of property and whether that property is released or not.
aa) Visitations by Date – Shows details of visitations for a specific date and time.
bb) Visitations by Inmate – Shows details of visits for specific inmates.

B. Civil Process

This section of the System will be used to create, manage, and track civil paper service documents that are served by law enforcement. Required Search fields are:

a) Court
b) Court Date
c) Docket Number
d) Entry Date
e) Expired Date
f) First Name
g) Last Name
h) Officer
i) Origin Date
j) Return Date
k) Received Date
l) SEQ#
m) Service Status
n) Type

Functions will include:

a) Document Creation
b) Service Attempts/Case Management Listing dates and disposition of service attempts
c) Assigning Papers to Officers for Service
d) Cash Drawer that allows funds to be collected, consolidated and a detail report printed
e) Record Deposits for deposit of funds

Reports

a) Assigned Papers –This will show the officer chosen and a list of civil papers assigned can be viewed or printed.
b) CivilPaperServiceRecord – Will display a report by year, divided into months, showing how many civil papers have been attempted and served by each officer.

c) CivilPapersWithOutstandingBalance –Will display those civil papers that have been billed, but no payment collected. This report also shows any notes added.

d) UnassignedCivilPapers – Will display those civil papers entered into the database but not assigned to any officer.

C.   Incidents

This section of the System will allows users to create and manage incidents primarily for the purposes of NIBRS reporting. National Incident Based Reporting System or "NIBRS" defines an incident as one or more crimes committed by the same individual or a group of individuals acting in concert and at the same time and place.

This module must function according to NIBRS compliant rules and allow the agency to be compliant by submitting incidents electronically or manually. This feature will provide NIBRS validation checks during data entry.

It may also used to create "police reports" for insurance company use and freedom of information requests.

D.   Warrants

The Warrant function of the System will allow creation of a new warrant with either an individual who is currently in the System or to create a new individual. The required inputs of this will be first name and last name.

Basic input information will consist of:
a) Warrant #
b) Warrant Type
c) Warrant Status
d) Assigned Officer
e) Issue Date
f) Issuing Officer or Entity
g) Court Date
h) Court
i) Issuing Party
j) Text Notes

The warrant function will allow a scanned copy of the warrant in PDF format to be attached to the warrant record. This will provide the capability for Justice Court to enter the warrant and said warrant to be printed by the officer upon need or at the jail.

The System will allow a search for a warrant by an individual's name or by a previously entered warrant number. There should be a visual cue within the system that notates active warrants or inactive warrants.

E.   Case Management

The System will provide a means for grouping objects or items from other System sections to create a "Case". The description for a "Case" in this program is similar to a briefcase or file folder that can hold booking records, incidents, individuals, photos, property, warrants, tickets/court statements, civil papers, fines/fees and dispatch calls. This will be a tool for officers and criminal investigators for holding all information in the program about cases they may be working or investigating. The System will allow input of additional information specific to a case. The Case Management feature will offer a facility means to assign officers to specific cases and manage the work flow and activity that is performed on the case. It will also allow users to open and see all active, assigned, or pending cases and where user can search for specific cases.

The Cases will be searchable by at least the following parameters:

a. Assigned to
b. Case Number
c. Case Type
d. First Name
e. Individual id
f. Last mod/open date
g. Last Name
h. Location
i. Notes
j. Property
k. Status

F.   Evidence Tracking
System must include provisions for tracking evidence items. This module should include activity logs with detail of any logging in of evidence items,

storage location, and movement either from location to location or checking out for investigative or court purposes. Module should also have ability to integrate with other modules (i.e. Case Management, Incidents) so that evidence items can be linked.

G.   Fines and Fees

The system must include the ability to track fines and fees, the agencies responsible for issuing such, and an accounting component for tracking, collecting, and reports.

All modules must be integrated with a master "name" database that will compile a history of all activities within the modules that pertain to any individual within the database.

Training Requirements

Neshoba County requires the following types of training included as part of this proposal. A more detailed description of the training services offered in responding to this proposal is required.

- Administrator Familiarization – It is critical that technical personnel working for Neshoba County be trained in the day-to-day operation of the installed systems.

- Ongoing Training and Support – Due to the anticipated complexities of these systems, it is critical that a compliant proposal describe how the vendor is going to provide ongoing support and training once the system is accepted by Neshoba County.

- End-user Training – It is expected that each employee of the Neshoba County Sheriff's Department and Neshoba County Jail will be trained on the use of this System. This will include training for all staff members.

Overall Solution Requirements

In responding to this RFP the solution provider shall include all hardware, software, installation and configuration services and expenses, ongoing managed services, any additional support options, and costs broken out separately. A responsive bidder shall also include proof of insurance coverage required in the amount of $1 million general liability insurance.

It is the responsibility of the vendor to visit each site, if necessary, to determine and analyze the existing infrastructure of the County, the capability to use existing infrastructure in the solution proposed and the infrastructure needed to facilitate this project. Neshoba County has attempted to provide information that may be of benefit in formulating the proposed solution, but it is the responsibility of the vendor to ensure their proposal is accurate, complete and capable of providing a complete and functional Correctional Facility Software Management System.

Questions or requests for information (RFI) in regard to this RFP should be directed to County Administrator Jeff Mayo at 601-656-6281 or jmayo@neshobacounty.net - All formal RFI inquiries should be written (electronically or mechanically) and responses will be provided in same manner.

OFFICIAL BID FORM

For: Neshoba County Board of Supervisors   Date: November 7, 2016
      401 Beacon Street, Suite 201
      Philadelphia, Mississippi 39350   Time: 11:00 AM

We are pleased to submit the following bid for:

_____

_____

with all items and equipment to provide a Correctional Facility Software Management System solution for the Neshoba County Sheriff's Department and Neshoba County Jail.

Response Type (✔): Response # 1 (with Server) _____ Response # 2 _____

For the Complete Price of $_____

BID IS: ____ as per specifications, taking no exceptions.

        ____ taking only those specifications exceptions listed by letter attached and referenced to page numbers specified (no alternate bids accepted).

The following questionnaire shall be completed by the bidder with the understanding that false or misleading information shall be grounds for rejection of your bid.

Delivery, Installation and Functional Operation of said system shall be made in _____ calendar days, upon acceptance of the bid and receipt of Purchase Order.

Terms of Payment: _____

Have you provided a detailed proposal in compliance with the specifications?   Yes _____ No _____
Is a detailed materials list with quantity, description and cost information attached? Yes _____ No _____
Is a detailed server configuration provided?   Yes _____ No _____
Have you provided the responsibilities for Neshoba County for this project?   Yes _____ No _____
Will you provide a 100% Performance and Payment bond if requested?   Yes _____ No _____

Selling Company Name: _____

Manufacturer of Solution: _____

Address: _____

Signature: _____ Title: _____